INCIDENT/ACCIDENT TRACKING AND INVESTIGATION

Month/Year: March, 2011

Date	Time	Resident	Shift	Incident	Staff on Duty	Investigation	Corrective Actions
3/2/11	4:15 pm	James Kirk	SS	Eloped	Christopher Charlie Pavel Leonard	James followed visitor out door and made it to street where staff caught and re-directed him	Updated bmp – preventative measures and LOS when visitors are coming in and out; Posted sign on unit door reminding visitors to close door behind them
3/3/11	4:05 pm	Wang Lung	SS	Fall	Charlie Pavel Bev	Wang found on floor by staff – said foot was asleep and twisted when he stood up-couldn't reach cord- 20 minutes on floor	Nurse trained Wang on how to slowly/safely get out of bed, got him a pendant to wear around neck
3/6/11	3:00 am	Atticus Finch	NS	Bruise-unknown	Charlie Leonard	Atticus not able to explain – Nurse evaluated and determined it was from his glasses	Staff and resident trained to take his eyeglasses off before going to bed. Staff monitor for any additional bruising.
3/8/11	9:00 am	Ethan Frome	DS	Injury-unknown	Pavel Charlie	L. ring finger black and cut. Ethan said he Pinched his finger between w/c & door frame.	Staff training and add to NSA to monitor Ethan when wheeling chair and intervene/assist if he is moving to fast

****Maintain copies of incident reports and investigations with this log.

Example

INCIDENT / SIGNIFICANT CHANGE REPORT

REPORTABLE TO STATE: YES X **NO** _____

Person involved: Resident ☒ Staff ☒ Visitor ☒ Male ☒ Female ☐

Name: Kirk (Last) James (First) Tom (Middle) Date: 3/2/11

Time: 4:15 am/(pm)

Location: the unit

Witnesses: Yes ☒ No ☐ Name(s) Charlie Evans & Christopher Pike & Mr. Scott

Names of Care staff on Duty: Christopher Pike, Charlie Evans, Pavel Chekov, Leonard McCoy

Resident's condition before incident: Alert ☐ Confused ☒ Typical for this resident ☒

Vital signs at time of incident: Temp 98 Pulse 85 Resp. 20 Bp 120/80

Description of incident (include your observations, witness observation, resident's comments): At 4:15pm, Charlie Evans saw James run out the unit exit door behind visitor, Mr. Scott. Christopher Pike and Charlie Evans followed James across the parking lot, and caught him before he reached the road. They redirected James back to the unit.

Follow-up documentation placed in chart: Yes X Time Entered: 4:30p No ____

Immediate actions taken to provide safety: Added to James behavior program to keep him involved in activities and provide line of sight supervision when people are entering/exiting unit. Also posted sign on door to ensure door closes behind you & no residents follow you out.

EMS notified: Yes ☐ No ☒ N/A ☐ Time: ____ By Whom: ____

Administrator notified: Time: 4:20p By Whom: Charlie Evans

Nurse Manager notified: Time: 4:24p By Whom: Pavel Chekov

Family Notified: Name: 4:30p Date/Time: 3/2/11 By Whom L. Nimoy, Admin

Physician Notified: Name: McCoy Date/Time: 3/2/11 By Whom N. Uhura, RN

Signature of person completing report: Christopher Pike Date: 3/2/11

Example

INCIDENT / SIGNIFICANT CHANGE

INVESTIGATION REPORT

Follow-up Documentation:

Interview four staff on shift separately. Christopher and Charlie each stated Charlie saw James run out, called to Christopher for help, and they both follow James and caught him before he got to road. Were able to re-direct him verbally, and he willingly walked back to unit. Pavel was in the back with other residents when James ran out, but confirmed Charlie, Christopher and James returned to the unit @ 4:20p.

Interviewed all unit staff and conducted chart review. Found in shift notes James attempted this twice before. Staff interviews confirm he typically watches when staff and visitors leave and has tried to follow them out several times.

L. Nimoy 3/3/11

Signature/Date

Plan of Correction:

Trained all staff - elopement attempts to be docum. on behavior log. Updated James bmp to include having him in line of sight whenever visitors are getting ready to leave. Unit manager to talk w/ regular visitors @ ensuring door closes behind them and no residents follow them out. Sign posted on unit door - Remind visitors to help us keep our residents safe by closing door securely behind them.

L. Nimoy 3/3/11

Signature/Date

Example